



California Department of Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless age, race, sex (Gender), ancestry, color, religion, disability, national origin, marital status, political affiliation or opinion, sexual orientation or pregnancy.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

NURSING EDUCATION CONSULTANT OPEN EXAMINATION

Salary Range: \$5,536 - \$6,725

Final Filing Date: January 31, 2007

HOW TO APPLY

This is an **Open Examination** for the Department of Consumer Affairs. Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

SOCIAL SECURITY NUMBERS ARE NO LONGER REQUIRED DURING THE APPLICATION PROCESS FOR THE PROTECTION OF THE APPLICANTS.

NOTE: All applicants must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

NOTE: The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

WHERE TO APPLY

Submit State Application (STD 678) to:

MAIL TO:

Department of Consumer Affairs
Attn: Selection Services (Loray Finley)
P.O. Box 980428
West Sacramento, CA 95798-0428

FILE IN PERSON:

Department of Consumer Affairs
Attn: Selection Services (Loray Finley)
1625 N. Market Blvd, Suite N 321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 – Examination and/or Employment Application. You will be contacted to make special testing arrangements. The Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1(800) 735-2922.

FINAL FILE DATE

January 31, 2007. State Applications (678) **must be U.S. Mail POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interagency mail **after** the final filing date **will not** be accepted for any reason. Applications must have an original signature, therefore faxed applications will not be accepted for any reason.

STRUCTURAL ORAL INTERVIEW

This examination will consist of a **Structured Oral Interview** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. ***Candidates who do not appear for the interview will be disqualified.***

SEE REVERSE FOR ADDITIONAL INFORMATION

NURSING EDUCATION CONSULTANT

TN20/8250/6CA22

FINAL FILING DATE: 01/31/07

**STRUCTURED ORAL
INTERVIEW
CONTINUED**

It is anticipated that Structured Oral Interviews will be scheduled during the month of **March/April 2007.**

NOTE: The Structured Oral interview will consist of a series of job-related questions designed to measure responses competitively. The panel will only take into consideration the responses to the questions.

**REQUIRED
IDENTIFICATION**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION
DESCRIPTION AND
LOCATION**

Under general supervision, incumbents exercise independent judgment in the performance of their duties; perform complex, analytical duties in planning, developing, administering, and evaluating educational, licensing, practice, and enforcement programs in nursing; provide consultative services to local, State, and national agencies; perform complex, sensitive assignments; conduct research and analysis that have academic, programmatic, enforcement, fiscal, and/or legislative policy impact; and assist administrative staff with the complex projects.

Positions are located in Sacramento County and Los Angeles County with the Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technicians within the Department of Consumer Affairs.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date of January 31, 2007.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**MINIMUM
QUALIFICATIONS**

Possession of an active, valid, California license as a Registered Nurse.
(Applicants who do not meet license requirements will be admitted to the examination but must possess the required licenses before they will be eligible for appointment.)

And

Either I

Experience: Five years of active work experience in the field of nursing which must include at least three years as a member of the teaching faculty in a United States State-approved Registered Nurse, Practical Nurse, Vocational Nurse, or Psychiatric Technician program or in a regionally accredited post-licensure program.

Or II

Experience: Five years of experience in the field of nursing which must include at least three years as a clinical specialist, nurse practitioner, or in-service educator in a hospital, clinic, or private practice setting.

And

Education: A Master's Degree in Nursing or a related field from an accredited college or university.

DEFINITION OF TERMS

Five years of experience or active work experience means Full-time work experience in the field of nursing.

**SPECIAL PERSONAL
CHARACTERISTICS**

Tact; discretion; maintenance of confidentiality; emotional stability and maturity; and willingness to travel throughout the State.

**BACKGROUND
INVESTIGATION**

All persons successful in the examination for this classification will be required to undergo a criminal offender records investigation prior to appointment.

EXAMINATION SCOPE**STRUCTURED ORAL INTERVIEW - WEIGHTED 100%**

NOTE: To assist candidates in preparing for this examination the exam scope is as follows:

KNOWLEDGE OF:

1. Principles, practices, and trends in nursing education and nursing practice.
2. Federal and State laws and regulations and Board policies which impact nursing education, nursing practice, and health care of consumers.
3. Personal computer to effectively perform duties.

ABILITY TO:

1. Provide a leadership role in the development, implementation, coordination, and evaluation of policies, programs, standards and procedures of the Board.
2. Perform in-depth analysis of complex data related to nursing education, nursing practice, and the health and safety of consumers.
3. Prepare and present clear, concise, and objective reports, utilizing a computer, in written as well as oral formats.
4. Use interpersonal and communication skills to function effectively with a wide range of individuals and groups including consumers, Board members, licensees, staff of other State and Federal agencies, and advocacy groups.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE**

Veterans preference credit **will not be** granted in this examination since it does not qualify as an entrance examination.

CAREER CREDITS

Career credits **will not be** granted in this examination.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit at (916) 574-8352.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services & Recruitment Unit at (916) 574-8370 three weeks after the final file date if a progress note is not received.

If the notice of exam fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written request.

Applications for open examinations are available from the departmental personnel office, local offices of the Employment Development Department, and the State Personnel Board's website at www.spb.ca.gov.

If you meet the requirements stated on this exam bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Eligible Lists: Eligible lists are established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, fingerprinting may be required.